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Preparations for USG defense of the Second Periodic Report of the United States
concerning implementation of the Convention Against Torture,
May 5-May 8, 2006

GEZ

1. Overview of the time-table for the USG delegation in Geneva – (delegation meeting, hearing schedule)
2. Mechanics of hearing – (USG's opening statements, script of USG presentation, note-takers, additional questions from the Committee, Committee's conclusions and recommendations)
3. Agency reps and their participation in USG's presentation
4. Strategy for addressing additional questions from the Committee
5. Additional work-products
 - a. Script of USG presentation – opening statements, summaries of answers to Committee's list of questions.
 - b. Briefing book – DOS to provide
 - c. Hard Questions – each agency to draft, submit to DOS
 - d. Press Guidance – DOS to draft, and circulate for interagency clearance
6. Travel/other administrative matters
 - a. Final delegation list, accreditation
 - b. Travel, hotel reservations

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